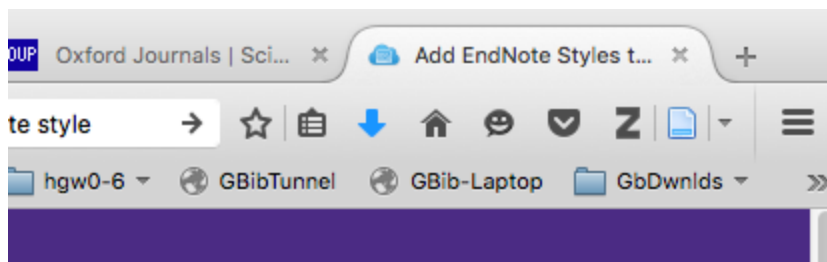**Guide for using Zotero to add references into Word**

Create a Zotero account. You will need this to sync your web browser add-on with your Word plugin. Install Zotero in your browser and install the Word plugin, then restart your browser and Word. You may need to watch a few tutorial videos and read about installation. It took me a few trys to get the tool installed on Firefox and in Word (Mac 2011).
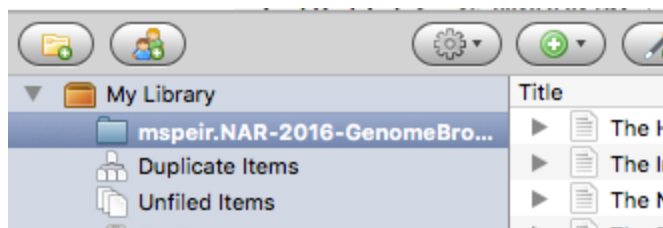
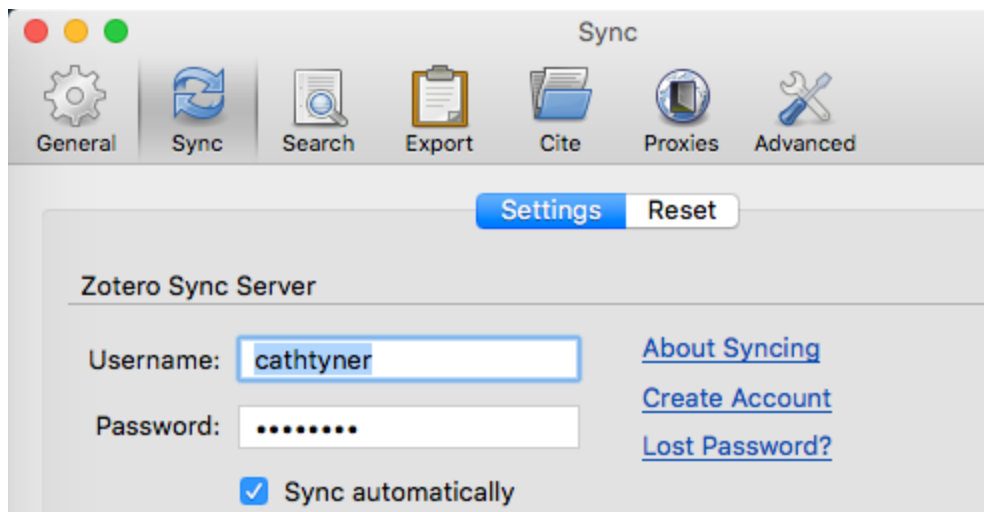[Video: Zotera + Firefox](#)

[Video: Zotero + Word plugin](#)

Then, open Zotero in FF by clicking the "Z" in the plugin shortcuts, upper right of your browser
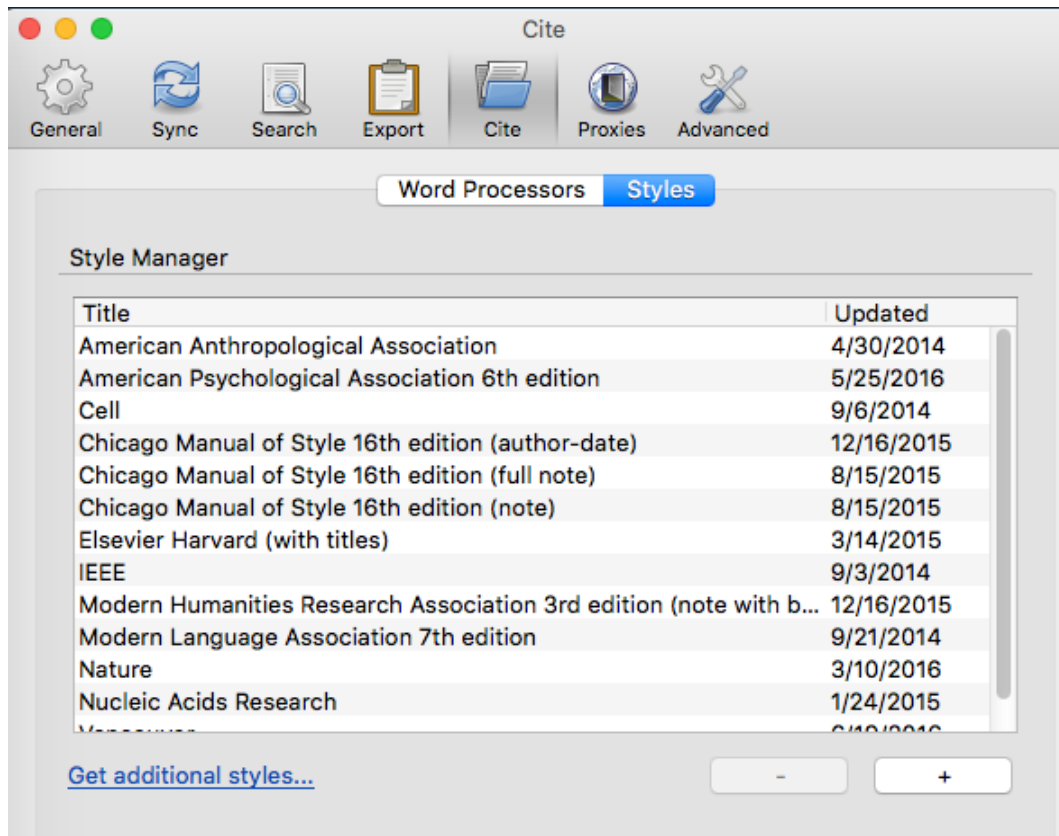

After clicking the "Z" in Firefox, Zotero will open in your webpage. From there, click the gear icon pictured here:

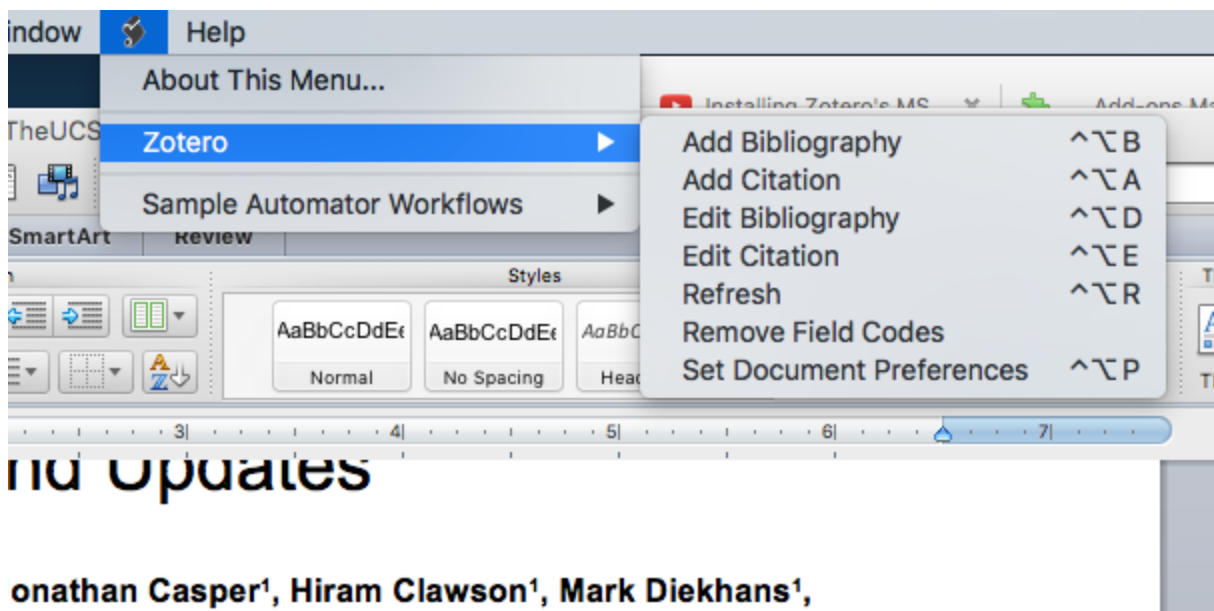From the gear icon, go to Preferences and click on the "Cite" button
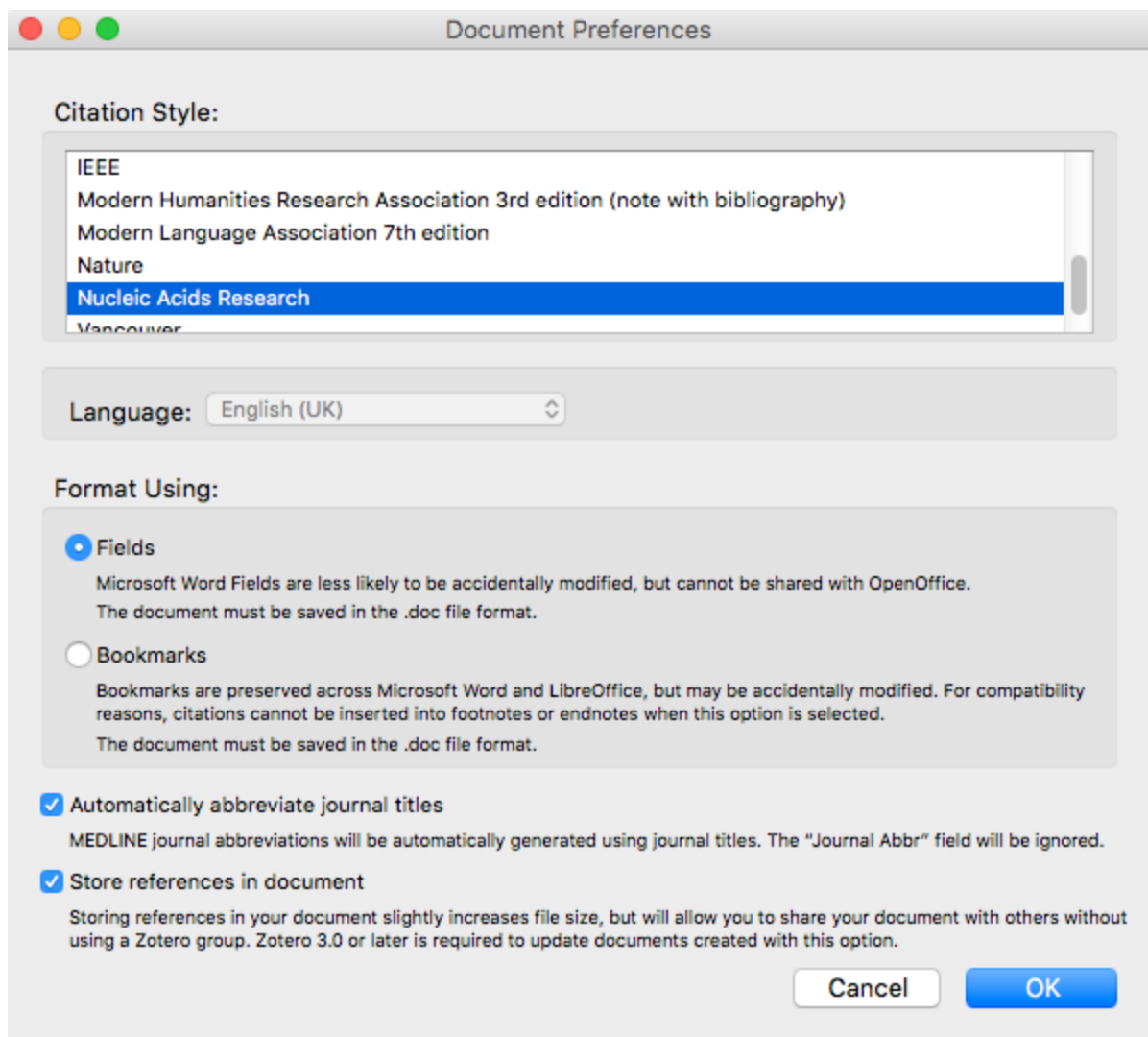
Click on the Styles tab

Click on the link "Get additional styles" and search for "Nucleic Acids Research" and add it.
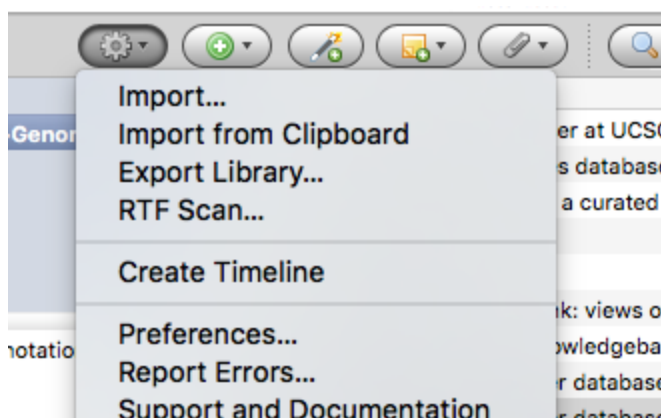
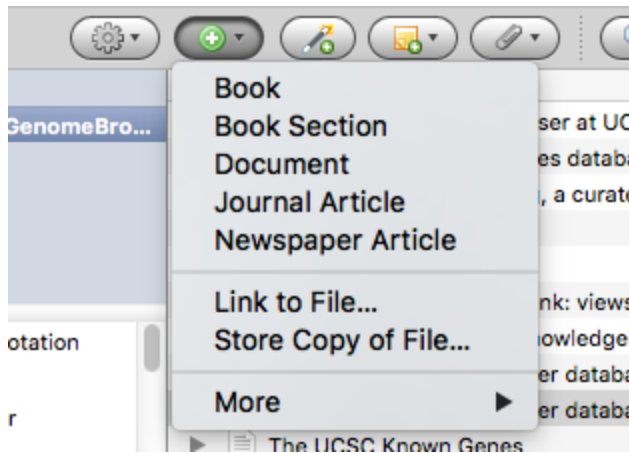Then, in Word, click on the "script" icon in the top-level Word menu > Zotero > Set Document Preferences.

Under "Citation style" you should see "Nucleic Acids Research" as an optio. Select it and click ok.
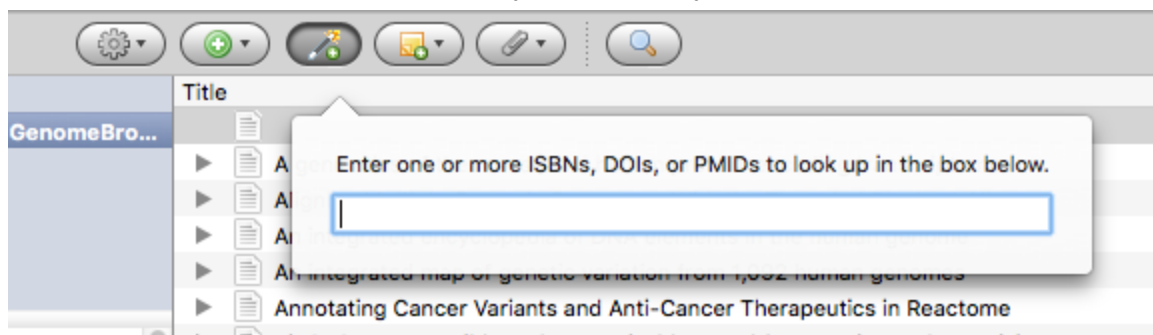
You can import a previous NAR update's Zotero library if you have it. I did this from Firefox: Gear > Import > NARlibrary.rdf (I got this from Matt).
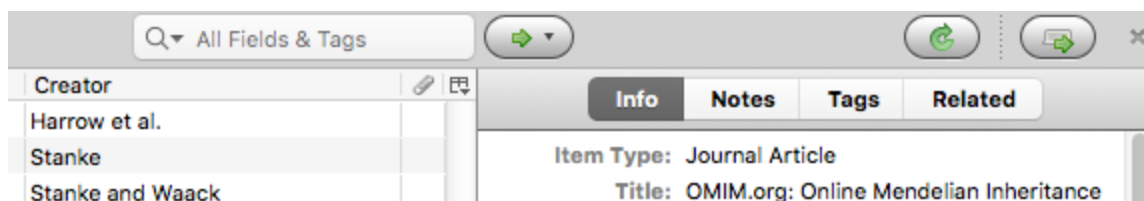

You can add references to an imported library or a new library. I did this from Firefox by clicking on the green + button and adding a "journal article."
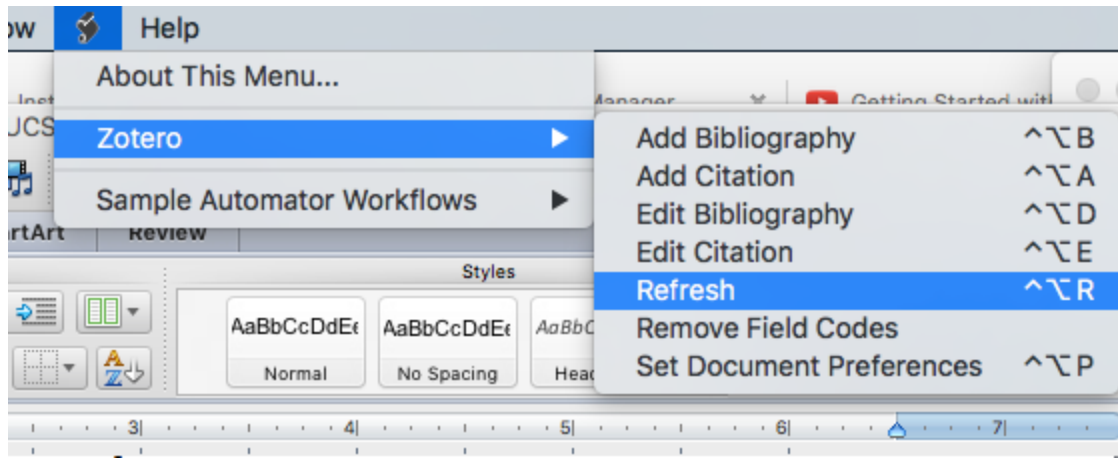
You can add an article by an identifier. Click the little magic wand icon. I just copied and pasted in the doi ID. This adds the article to my Zotero library.
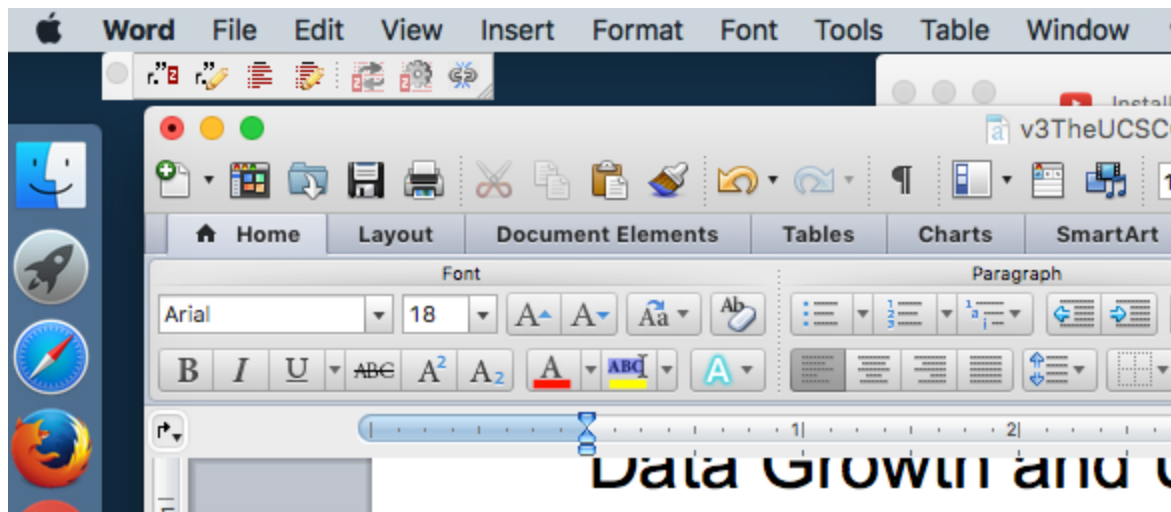

After adding a new article to your library, I think you need to snyc it to the Zotero server. There is a little green curved arrow icon at the right of the Firefox Zotero toolbar to sync. After syncing, go to Word and find the "refresh" menu item and click it to sync Word with the Zotero library.

The first thing you should do is add the most recent NAR update (last year's), since all references need to be the most current publications available. If you add the newest NAR from Firefox, then remember to use the refresh tool in Word to sync your libraries (Script icon > Zotero > refresh).

Now you can add your references in Word. With the Zotero plug-in for Word installed, you should see a tiny toolbar in the upper left:
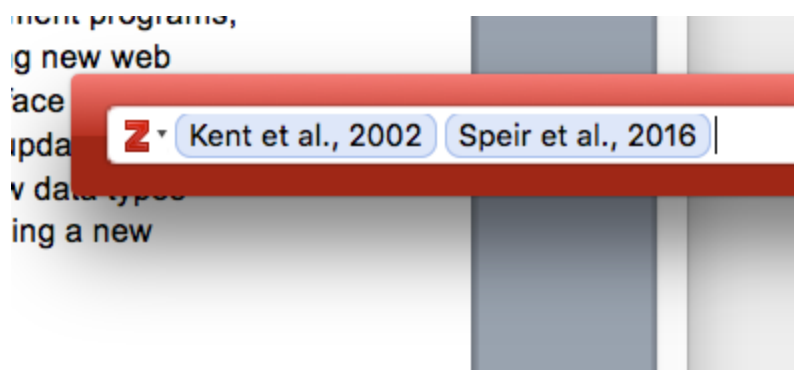

You can use the toolbar to add citations or you can click on the little "script" icon in the top-level menu (between "Window" and "Help").

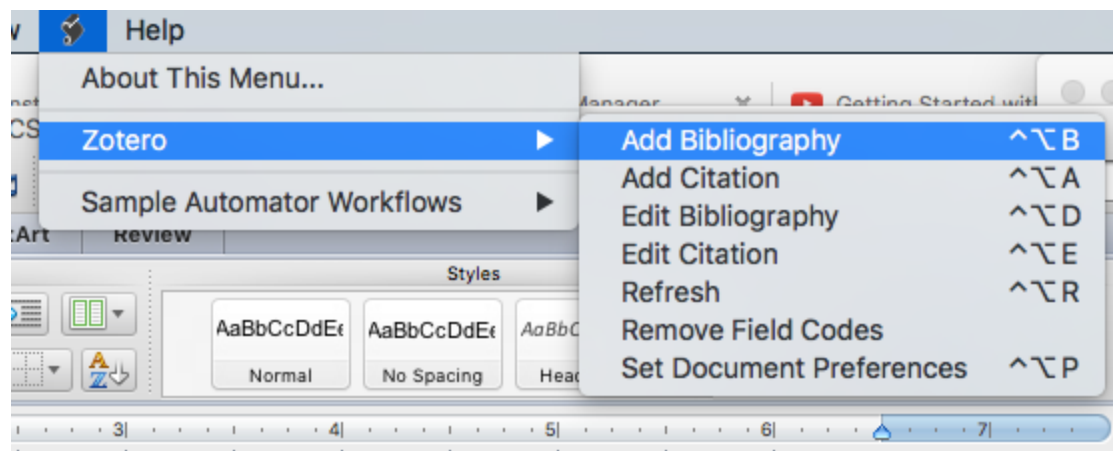Tip: To add multiple citations like this:

Just add the 1st citation, and then select it and go to "Edit citation" where you can just search for your second citation.

The previous articles don't have a space (whitespace) between multiple citations. Zotero seems to automatically add a space between citations, but I was able to manually delete the space, like so:

Add the end of your word doc, you can insert your bibliography.

There may be a better way to do this, but to change my bib font, I selected it and went to Word > Format > Style > Bibliography > and then I modified the text to Times New Roman 10 font. Not sure if this will be the final font.

Tip: For my author list at the top of my paper, I didn't use Zotero. I just inserted the number "1" and changed the font to "superscript." Don't worry too much about this, the NAR staff will generate this part of the formatting.